

~~CONFIDENTIAL~~

14 August 1961

MEMORANDUM FOR: Chief, Records Administration Staff

SUBJECT : Annual Report of Records Holdings in the DD/P

REFERENCE : C/RAS Memo, same subject, dated 30 June 1961

1. In accordance with your request in reference, the following statistics on records holdings is submitted for information:

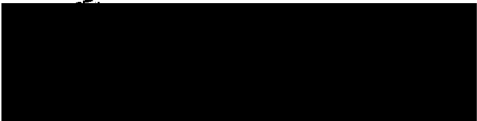
Cubic feet of records on hand - 1 July 1960 34,309

Cubic feet of records destroyed - FY 1961 9,035
(estimated)

Cubic feet of records on hand - 30 June 1961 33,826

2. It is estimated that the DD/P received 11,934 cubic feet of new records during the past fiscal year; Agency Records Center records indicate DD/P retirements totaling 3,382 cubic feet. Thus, the effective records disposition activity in the DD/P area for FY 1961 would be 12,417 cubic feet (total records holdings and accessions during FY 1961, less the sum of records retired and destroyed).

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DD/P Records Management Officer

cc: C/RID
DDP/MMU

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	<u>On hand</u> <u>July 1, 1960</u>	<u>On hand</u> <u>June 30, 1961</u>	<u>Gain</u> <u>or</u> <u>Loss</u>	<u>% of</u> <u>gain</u> <u>or loss</u>	<u>Destroyed</u>
<u>DDP</u>	34,309.	33,826.	-483.	.014	9,035.
